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ABSTRACT

This document is intended to serve as a guide for institutions in the development of data bases to support the implementation of planning and management systems. This publication serves to identify and describe those student-related data elements: (1) required to support current National Center for Higher Education Systems (NCHEMS) products; (2) anticipated as being required for future NCHEMS products; and (3) commonly maintained by institutions for operational and reporting purposes. It should be emphasized that the data categories and definitions suggested represent common usage except in those identified instances for which accepted national standards exist. (Author/HS)

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DATA ELEMENT DICTIONARY: STUDENT

PRELIMINARY DRAFT
for review purposes only

Second Edition
Technical Report 33

DATA ELEMENT DICTIONARY: STUDENT

TECHNICAL REPORT 33

National Center for Higher Education Management Systems at WICHE

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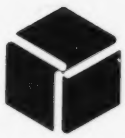

National Center for Higher Education Management Systems at WICHE

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The Western Interstate Commission for Higher Education (WICHE) is a public agency through which the 13 western states work together

. . . to increase educational opportunities for westerners.

. . . to expand the supply of specialized manpower in the West.

. . . to help universities and colleges improve both their programs and their management.

. . . to inform the public about the needs of higher education.

The Program of the National Center for Higher Education Management Systems at WICHE was proposed by state coordinating agencies and colleges and universities in the West to be under the aegis of the Western Interstate Commission for Higher Education. The National Center for Higher Education Management Systems at WICHE proposes in summary:

To design, develop, and encourage the implementation of management information systems and data bases including common data elements in institutions and agencies of higher education that will:

- provide improved information to higher education administration at all levels.
- facilitate exchange of comparable data among institutions.
- facilitate reporting of comparable information at the state and national levels.

DATA ELEMENT DICTIONARY: STUDENT

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Second Edition

Technical Report No. 33

1972

James S. Martin

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National Center for Higher Education Management Systems at
Western Interstate Commission for Higher Education

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ABSTRACT

The preliminary draft of the second edition of the Data Element Dictionary has been prepared by the NCHEMS staff under the guidance of the project Task Force. The Task Force has reviewed this document and has recommended that it be distributed to the higher education community for purposes of soliciting comments and suggestions for improvements.

This document is intended to serve as a guide for institutions in the development of data bases to support the implementation of planning and management systems. This publication serves to identify and describe:

1. Those data elements required to support current NCHEMS products.
2. Certain data elements anticipated as being required for future NCHEMS products.
3. Certain data elements commonly maintained by institutions for operational and reporting purposes.

It should be emphasized that the data categories and definitions suggested represent common usage except in those identified instances for which accepted national standards exist, e.g., U.S. postal code abbreviations for states of the U.S. and zip codes. In those few cases where more than one set of categories and definitions are commonly used, alternative choices have been provided.

Since the primary intent of this document is the identification of data elements, many of the data elements specify institutionally defined categories.

The definitions of data elements included in this publication will be revised to reflect the development of standard definitions arising out of activities in other NCHEMS projects and elsewhere.

It should also be emphasized that this document does not contain the complete list of data elements that should be included in an institutional data system. Unique institutional requirements will mandate the inclusion of other elements.

PREFACE

The preliminary draft of the second edition of the Data Element Dictionary has been prepared by the NCHEMS staff under the guidance of the Data Element Dictionary Task Force. The Task Force has reviewed this document and has recommended that it be distributed to the higher education community for the purposes of soliciting comments and suggestions for improvements.

We urge the readers to review this document and forward their comments, criticisms, and suggestions directly to the author or members of the staff by March 1, 1973.

Ben Lawrence
Director

ACKNOWLEDGMENTS

This second edition of the Data Element Dictionary is the product of the efforts of many individuals. In particular, we are indebted to the members of the Data Element Dictionary Task Force, who generously contributed their time and efforts in the development of this edition:

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Also contributing to the development of this edition of the Data Element Dictionary were the following members of the staff of the National Center for Higher Education Management Systems: Dave Clark, William Collard, Michael Haight, Richard Johnson, Dennis Jones, Charles Manning, Marilyn McCoy, Glen Miyataki, Leonard Romney, Robert Wallhaus, and Paul Wing.

In addition, we are indebted to Charles R. Thomas, Executive Director, College and University Systems Exchange, for his suggestions during the preparation of this document.

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CHAPTER I

INTRODUCTION

The primary mission of the National Center for Higher Education Management Systems (NCHEMS) at WICHE is to assist higher education institutions and agencies with the development of improved resource allocation and management systems.

To meet these objectives, the Center has undertaken the development of:

1. Procedures for making information available to assist higher education administrators with internal management.
2. Analytical methods and tools.
3. Procedures to facilitate the exchange of comparable data among institutions and agencies of higher education.

The purpose of these procedures and tools will be to assist decision makers in institutions and agencies of higher education in improved analysis, planning, and resource allocation.

All of the developmental tasks mentioned above require the availability of data. Because of this requirement, many institutions can use guidance in identifying those data that should be available. The Data Element Dictionary (DED) is an attempt to respond to this need.

This publication serves to identify and describe:

1. Those data elements required to support current NCHEMS products.
2. Certain data elements anticipated as being required for future NCHEMS projects.
3. Certain data elements commonly maintained by institutions for operational and reporting purposes.

The first edition of the Data Element Dictionary (Thomas, 1970) was the first product produced by the Center and as such concentrated on forecasting data elements that would be supportive of other NCHEMS efforts in the area of developing planning and management systems. The second edition of the Data Element Dictionary has incorporated changes to the first edition resulting from:

1. Reactions to the first edition by the higher education community.
2. The development of other related NCHEMS products.
3. Further efforts of the DED Task Force and Center staff in developing data bases for higher education information systems.

Elements appearing in the first edition of the Data Element Dictionary have been retained with the exception of a few data elements that the Data Element Dictionary Task Force felt were no longer appropriate.

Since the primary intent of this document is the identification of data elements, many of the data elements specify institutionally defined categories, i.e.,

values and definitions of those values within each data element. Data categories and definitions suggested represent common usage except in those identified instances for which national standards exist, e.g., U.S. postal code abbreviations for states of the U.S. and zip codes. In those few cases where more than one set of categories and definitions are commonly used, alternative choices have been provided.

The definitions of data elements included in this publication will be revised when appropriate to reflect the development of standard definitions arising out of activities in other NCHEMS projects and elsewhere. In particular, the Information Exchange Procedures project will be specifying values and definitions of those values for many of the data elements.

This document does not contain the complete list of data elements that should be included in an institutional data system. Unique institutional requirements will mandate the inclusion of other elements.

An attempt has been made to restrict the Data Element Dictionary to only basic elemental (i.e., nonderivable) data elements. In a few cases where derived data elements were typically found to be stored by many institutions, these have also been included.

The complete Data Element Dictionary will be released in the five sections listed below:

1. Course-Related Elements
2. Facilities-Related Elements
3. Finance-Related Elements
4. Staff-Related Elements
5. Student-Related Elements

These five sections do not represent specific institutional files; rather, they represent logical groupings of data items that are separated for purposes of presentation.

CHAPTER II

DICTIONARY ORGANIZATION AND FORMAT

This section of the Data Element Dictionary contains the data elements pertaining to students who are enrolled at or have applied to the institution.

For purposes of the Data Element Dictionary, a student is defined as:

> *An individual who has formally applied for admission at the institution.*
>
> or:
>
> *An individual who is making a demand on the instructional resources of the institution.*

The student-related data elements identified in this section of the Data Element Dictionary have been grouped into five data blocks for convenient presentation and examination. The numbers attached to the elements are intended only to facilitate identification and location of the elements and have no implication for standard coding practices. The five blocks of student-related data elements are:

1. 001-099 Demographic and Biographical Data

   This block defines a series of data elements that describe the student's current demographic and biographical characteristics.

2. 101-199 Previous Educational Experience Data

This block of data elements is designed to define information about each previous educational experience of the student, including the student's terminal secondary educational experience. This block of data elements should be collected for each educational experience of the student, regardless of whether or not the student received a degree or certificate for that experience.

3. 201-299 Admittance Data

This block of data elements is designed to define information regarding the student's admission to a specific institutional program or degree objective. This block, or the appropriate subset thereof, should be generated for each attempted admission by the student.

Note: Data elements 210-215 would most likely have multiple occurrences.

4. 301-399 Term Data

This block of data elements is designed to define information about a student for each term (quarter, semester, etc.) that the student is enrolled in a course.

5. 401-499 Course Data

This block of data elements is designed to define information about each course attempted by the student. These data elements are typically used for generating student transcripts.

Most NCHEMS products require that data blocks 2-5 be maintained historically. These five data blocks would be arranged in a hierarchy as illustrated below:

Demographic and Biographical Data

·Previous Educational Experience

Admittance Data

·Term Data

-Course Data

Thus, each student (or applicant) would have one Demographic and Biographical block of data elements along with one or more Previous Educational Experience data blocks. In addition, each student would have one or more Admittance data blocks with each Admittance block having one or more Term data blocks associated with it. Similarly, each Term data block would have multiple Course data blocks associated with it.

Institutions should structure their data bases so as to link these five data blocks appropriately.

The description of each data element contains the following information:

1. ELEMENT NUMBER - A three-digit number to identify each data element. The first digit of the element number defines the appropriate data block to which the data element is assigned. The other two digits merely provide a sequential identification of the data element within that data block.
2. ELEMENT TITLE - A brief identification of the data element.
3. DEFINITION - A brief description of the data element.
4. CODES OR RECORDING INSTRUCTIONS - A description of the suggested codes or recording instructions, if appropriate. May also include detailed categorical definitions.
5. USES - An identification of various NCHEMS products that require or are likely to require this data element in the future, either where it is required in its absolute form or where it is required to derive another data element used by an NCHEMS product. Most data elements fall into this latter category. In addition, those elements required to complete the Higher Education General Information Survey (HEGIS) are identified.

   The following abbreviations or acronyms are used to describe the various NCHEMS products:

Cost Finding Principles	CFP
Faculty Activity Analysis	FAA
Higher Education Facilities Planning and Management Manuals	SAM
Higher Education Finance Manual	HEFM
Information Exchange Procedures	IEP

Manpower Accounting Manual	PCM
Program Measures	PM
Resource Requirements Prediction Models	RRPM
Student Flow Models	SFM

6. COMMENTS - Additional information that may be required to further define the data element, justify its inclusion, or identify its relationship to other data elements.

7. DATE ISSUED - Indicates calendar date that NCHEMS released this version of the data element. Institutions may wish to use this space for those data elements they have added to the Data Element Dictionary.

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DED - STUDENT

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	Housing Status	011
	Major Field of Degree	106
	Marital Status	010
	Parents' Income	028
	Sex	004
	Student Level - Institutional Standard	305
	Student Status	307

STUDENT - continued

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DEMOGRAPHIC AND BIOGRAPHICAL DATA

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001	Name
002	Student Identification Number
003	Social Security Number
004	Sex
005	Birth Date
006	Citizenship
007	Civil Rights Racial Category
008	Geographic Location at First Admission - County
009	Geographic Location at First Admission - State
010	Marital Status
011	Housing Status
012	Fee Residency Status
013	Address - Type of Contact
014	Address - Name
015	Address - Relationship
016	Address - Street/Apartment
017	Address - City
018	Address - State
019	Address - Zip Code
020	Address - Country
021	Address - Telephone Number

DED No.	Title
022	Staff Identification Number
023	Highest Academic Degree or Diploma
024	Mother's Occupation
025	Father's Occupation
026	Mother's Education
027	Father's Education
028	Parents' Income

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

001
ELEMENT NUMBER

ELEMENT TITLE Name

DEFINITION:

The legal combination of words by which the student is known.

CODES OR RECORDING INSTRUCTIONS:

Literal text, which may include the following subelements:

a. Last name
b. Prefix
c. Suffix
d. First name
e. Middle name
f. Maiden name

USES

COMMENTS:

Institutions would normally use delimiters in order to identify various subelements, if required.

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002

ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Student Identification Number

DEFINITION:

The unique number assigned by the institution to identify each individual considered to be a student at that institution.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

If Social Security Number is used as a Student Identification Number, this element is not necessary.

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DATA ELEMENT DICTIONARY
Student Related Data Elements

003
ELEMENT NUMBER

ELEMENT TITLE Social Security Number

DEFINITION:

The number assigned to an individual under the Federal Insurance Contribution Act.

CODES OR RECORDING INSTRUCTIONS:

USES SFM

COMMENTS:

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004
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Sex

DEFINITION:

The sex of the student, male or female.

CODES OR RECORDING INSTRUCTIONS:

Code	Category
M	Male
F	Female

USES PM, SFM, HEGIS, SAM

COMMENTS:

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National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

005
ELEMENT NUMBER

ELEMENT TITLE Birth Date

DEFINITION:

The calendar date of birth as designated on the legal registration or certificate.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD

See Appendix 1.

USES SFM

COMMENTS:

DATE ISSUED September 1972

006
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Citizenship

DEFINITION:

The country in which the student is legally a citizen.

CODES OR RECORDING INSTRUCTIONS:

*Two character code - See Appendix 3.

*Existing U. S. Department of Commerce Standard.

USES HEGIS, PM

COMMENTS:

If the student is a citizen of more than one country, choose one arbitrarily.

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DATA ELEMENT DICTIONARY
Student Related Data Elements

007
ELEMENT NUMBER

ELEMENT TITLE Civil Rights Racial Category

DEFINITION:

An indication of the student's ethnic origin.

CODES OR RECORDING INSTRUCTIONS:

Civil rights compliance reporting requires the following categories:

Code	Category
1	Oriental
2	American Indian
3	Negro
4	Spanish-Surnamed American*
5	All Other (Include Caucasian)

* Includes all students of Mexican, Puerto Rican, Cuban, or Spanish origin.

One alternative currently being used by some institutions of higher education is:

Code	Category	Definition
1	Asian American	Students who identify themselves ethnically as being of Chinese, Japanese, Korean, Hawaiian, Samoan, or Filipino descent.
2	Black American	Students who identify themselves ethnically as being of Black or Afro-American descent.
3	American Indian	Students who identify themselves ethnically as being of Native American Indian descent, including Canadian and Alaskan Natives. Does not include White Americans.
4	Chicano or Mexican American	Students who identify themselves as being of Chicano or Mexican American descent.
5	All Other American Ethnic Minorities	Students who identify themselves ethnically with a minority group other than those listed above, such as: Puerto Ricans, Cubans, Spanish, or Latin Americans, etc.
6	White American	Students who identify themselves as native born U. S. citizens of European descent.
7	Foreign Students	Students who carry F or J visa.
8	Refuse to Indicate	Students who decline to indicate ethnic background.

USES PM, SFM

COMMENTS:

DATE ISSUED September 1972

008

ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Geographic Location at First Admission - County

DEFINITION:

An institutionally defined code for the county in which the student resided at the time of first admission to the institution.

CODES OR RECORDING INSTRUCTIONS:

USES SFM, PM

COMMENTS:

It is anticipated that this data element would normally be collected for in-state students only.

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National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

009
ELEMENT NUMBER

ELEMENT TITLE Geographic Location at First Admission - State

DEFINITION:

The U. S. Postal Service code for the state in which the student resided at the time of first admission to the institution.

CODES OR RECORDING INSTRUCTIONS:

Two-digit code. See Appendix 2.

USES SFM, PM

COMMENTS:

If non-U. S., code "ZZ".

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010
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Marital Status

DEFINITION:

An institutionally defined code for the legal status of the student with respect to wedlock.

CODES OR RECORDING INSTRUCTIONS:

Category	Definition
Single	The state of never having been or not presently married.
Married	The state of having a spouse.
Legally Separated	The state of having the conjugal relationship of husband and wife terminated by court decree.
Widowed	The state of being deprived of one's spouse through his or her death.
Divorced	The state of having the marriage dissolved by judicial declaration.

USES PM, SAM

COMMENTS:

For many institutions, "Single" or "Married" may be sufficient categories.

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DATA ELEMENT DICTIONARY
Student Related Data Elements

011
ELEMENT NUMBER

ELEMENT TITLE Housing Status

DEFINITION:

An institutionally defined classification of the type of housing in which the student resides; e.g., institution-operated dormitory, fraternity/sorority, private housing, etc.

CODES OR RECORDING INSTRUCTIONS:

USES PM, SAM

COMMENTS:

For many institutions, "on campus" or "off campus" may be sufficient categories.

DATE ISSUED September 1972

012
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Fee Residency Status

DEFINITION:

An institutionally defined code for the student's residence status for purposes of fee and tuition payments; e.g., in-state; in-state, out-of-district; out-of-state.

CODES OR RECORDING INSTRUCTIONS:

USES PM, HEGIS, SAM

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

013
ELEMENT NUMBER

ELEMENT TITLE Address - Type of Contact

DEFINITION:

The type of individual for whom the following address elements are applicable. (DED numbers 014-021)

CODES OR RECORDING INSTRUCTIONS:

Code	Category
P	Parent or Legal Guardian
L	Student Local Address
M	Student Permanent Address
E	Emergency Notification

The above codes and categories represent one suggested possible set. An alternative set of codes and categories may be equally appropriate.

USES

COMMENTS:

All address data elements (DED 013-021) can be expected to have multiple occurrences.

DATE ISSUED September 1972

014
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Address - Name

DEFINITION:

The legal combination of words by which this contact is known.

CODES OR RECORDING INSTRUCTIONS:

Literal text, which may include the following subelements:

a. Last name
b. Prefix
c. Suffix
d. First name
e. Middle name
f. Maiden name

USES

COMMENTS: This element is not necessary if type of contact is student local address or student permanent address.

Institutions would normally use delimiters in order to identify various subelements, if required.

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

015
ELEMENT NUMBER

ELEMENT TITLE Address - Relationship

DEFINITION:

The individual's relationship to the student, if appropriate. (Father, Spouse, Guardian, etc.)

CODES OR RECORDING INSTRUCTIONS:

Name or abbreviation.

USES

COMMENTS:

This element is not necessary if type of contact is student local address or student permanent address.

DATE ISSUED September 1972

016
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Address - Street/Apartment

DEFINITION:

The street identification or P. O. Box number of the location at which the individual may be found or reached.

CODES OR RECORDING INSTRUCTIONS:

Literal list, which may include:

a. House Number
b. Apartment Number
c. Street
d. Post Office Box Number

USES

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

017
ELEMENT NUMBER

ELEMENT TITLE Address - City

DEFINITION:

The city in which the individual may be found or reached.

CODES OR RECORDING INSTRUCTIONS:

USES SAM*

COMMENTS:

*When "type of contact" is student local address.

DATE ISSUED September 1972

018
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Address - State

DEFINITION:

The U. S. Postal Service designation of the state in which the individual may be found or reached.

CODES OR RECORDING INSTRUCTIONS:

Two-digit code - See Appendix 2.

USES

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

019
ELEMENT NUMBER

ELEMENT TITLE Address - Zip Code

DEFINITION:

The U. S. Postal Service Zip Code designation for the location at which the individual may be found or reached.

CODES OR RECORDING INSTRUCTIONS:

Five-digit numeric zip code as provided in the U. S. Postal Service Manual.

USES

COMMENTS:

DATE ISSUED September 1972

020
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Address - Country

DEFINITION:

The country in which the individual may be found or reached.

CODES OR RECORDING INSTRUCTIONS:

*A two-digit code - See Appendix 3.

*Existing U. S. Department of Commerce Standard.

USES

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

021
ELEMENT NUMBER

ELEMENT TITLE Address - Telephone Number

DEFINITION:

The telephone number of the individual or that telephone number through which he may be reached.

CODES OR RECORDING INSTRUCTIONS:

Actual telephone number.

Area Code (3 digits); Exchange (3 digits); Number (4 digits), Extension (4 digits).

Omit hyphens.

USES

COMMENTS:

DATE ISSUED September 1972

022

ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY

Student Related Data Elements

ELEMENT TITLE Staff Identification Number

DEFINITION:

The staff identification number of the student. This element should be coded only if the student is also an employee of the institution.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

This element is a linking element to the Staff Section.

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

023
ELEMENT NUMBER

ELEMENT TITLE Highest Academic Degree or Diploma

DEFINITION:

An institutionally defined code to indicate the highest degree, certificate, or diploma earned by the student.

CODES OR RECORDING INSTRUCTIONS:

Category
No academic credential
High school diploma or GED
Trade or craft certificate
Professional certificate
Associate Degree
Bachelor's Degree
Master's Degree
Professional Degree
Doctorate

The above categories represent one suggested possible set. An alternative set of categories may be equally appropriate.

USES PM

COMMENTS:

Honorary degrees would normally not be included.

DATE ISSUED September 1972

024
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Mother's Occupation

DEFINITION:

The occupational category of the student's mother.

CODES OR RECORDING INSTRUCTIONS:

Code	Category	Definition
1	Officials and Managers	Occupations requiring administrative personnel who set broad policies, exercise overall responsibilities for execution of these policies, and direct individual departments or special phases of the institution's operations.
2	Professional	Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background.
3	Technicians	Occupations requiring a combination of basic scientific knowledge and manual skill that can be obtained through about two years of post high school education or through equivalent on the job training.
4	Sales Worker	Occupations engaging wholly or primarily in direct selling.
5	Office and Clerical	Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly nonmanual.
6	Craftsman (Skilled)	Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training.
7	Operatives (Semiskilled)	Workers who operate machines or processing equipment or perform other factory-type duties of intermediate skill levels that can be mastered in a few weeks and require only limited training.
8	Laborers (Unskilled)	Workers in manual occupations which generally require no special training. Perform elementary duties that may be learned in a few days and require the application of little or no independent judgment.
9	Service Worker	Workers in both protective and nonprotective service occupations.
10	Homemaker	
11	Other	

USES SFM

COMMENTS:

The above categories and definitions represent one possible set recommended for use. The categories* selected are those used for Equal Employment Opportunity compliance reporting. An alternative set of categories and definitions may be equally appropriate.

*With the exception of Homemaker and Other.

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

025
ELEMENT NUMBER

ELEMENT TITLE Father's Occupation

DEFINITION:

The occupational category of the student's father.

CODES OR RECORDING INSTRUCTIONS:

Code	Category	Definition
1	Officials and Managers	Occupations requiring administrative personnel who set broad policies, exercise overall responsibilities for execution of these policies, and direct individual departments or special phases of the institution's operations.
2	Professional	Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background.
3	Technicians	Occupations requiring a combination of basic scientific knowledge and manual skill that can be obtained through about two years of post high school education or through equivalent on the job training.
4	Sales Worker	Occupations engaging wholly or primarily in direct selling.
5	Office and Clerical	Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly nonmanual.
6	Craftsman (Skilled)	Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training.
7	Operatives (Semiskilled)	Workers who operate machines or processing equipment or perform other factory-type duties of intermediate skill levels that can be mastered in a few weeks and require only limited training.
8	Laborers (Unskilled)	Workers in manual occupations which generally require no special training. Perform elementary duties that may be learned in a few days and require the application of little or no independent judgment.
9	Service Worker	Workers in both protective and nonprotective service occupations.

USES SFM

COMMENTS:

The above categories and definitions represent one possible set recommended for use. The categories* selected are those used for Equal Employment Opportunity compliance reporting. An alternative set of categories and definitions may be equally appropriate.

*with the exception of "other"

DATE ISSUED September 1972

026
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Mother's Education

DEFINITION:

An institutionally defined code to indicate the highest degree, certificate, or diploma earned by the student's mother.

CODES OR RECORDING INSTRUCTIONS:

Category

No academic credential
High school diploma or GED
Trade or craft certificate
Professional certificate
Associate Degree
Bachelor's Degree
Master's Degree
Professional Degree
Doctorate

The above categories represent one suggested possible set. An alternative set of categories may be equally appropriate.

USES SFM

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

027
ELEMENT NUMBER

ELEMENT TITLE Father's Education

DEFINITION:

An institutionally defined code to indicate the highest degree, certificate, or diploma earned by the student's father.

CODES OR RECORDING INSTRUCTIONS:

Category
No academic credential
High school diploma or GED
Trade or craft certificate
Professional certificate
Associate Degree
Bachelor's Degree
Master's Degree
Professional Degree
Doctorate

The above categories represent one suggested possible set. An alternative set of categories may be equally appropriate.

USES SFM

COMMENTS:

DATE ISSUED September 1972

028
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Parents' Income

DEFINITION:

The adjusted gross annual income (as defined by the Internal Revenue Code) for a student's parents except where the income of one or both parents would not be relevant to a determination of such student's financial need.

CODES OR RECORDING INSTRUCTIONS:

Actual dollar amount. (Rounded to nearest whole dollar)

USES SFM, PM

COMMENTS:

This element does not include the student's income unless he is a self-supporting student. This element is also required for institutional participation in federal student financial aid programs.

DATE ISSUED September 1972

CHAPTER V

PREVIOUS EDUCATIONAL EXPERIENCE DATA

DED No.	Title
101	Institution Name
102	Institution Type
103	Institution Code
104	Degree/Certificate
105	Degree/Certificate Date
106	Major Field of Degree
107	Previous Credits Attempted for Quality Points
108	Previous Quality Points Earned
109	Accepted Previous Credits
110	Class Standing
111	Graduating Class Size
112	Beginning Date - Year
113	Ending Date - Year

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

101
ELEMENT NUMBER

ELEMENT TITLE Institution Name

DEFINITION:

The name of the institution where the student attempted or completed the educational experience described in this block of data elements.

CODES OR RECORDING INSTRUCTIONS:

USES SFM

COMMENTS:

DATE ISSUED September 1972

102
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Institution Type

DEFINITION:

An institutionally defined code for the type of institution described by this block of data elements; e.g., university, four year college, high school, GED, etc.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

103
ELEMENT NUMBER

ELEMENT TITLE Institution Code

DEFINITION:

The code designation for the institution as described in the data element number 101.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code defined by the Federal Interagency Committee on Education (FICE) and published by the U. S. Office of Education in the "Higher Education Directory" is recommended.

USES SFM

COMMENTS:

FICE codes are valid to describe institutions of higher education only.

DATE ISSUED September 1972

104
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Degree/Certificate

DEFINITION:

The title or award conferred upon the student for the successful completion of a given curriculum or program.

CODES OR RECORDING INSTRUCTIONS:

No academic credential
High school diploma or GED
Trade or craft certificate
Professional certificate
Associate Degree
Bachelor's Degree
Master's Degree
Professional Degree
Doctorate

The above categories represent one suggested possible set. An alternative set of categories may be equally appropriate.

USES SFM, PM

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

105
ELEMENT NUMBER

ELEMENT TITLE Degree/Certificate Date

DEFINITION:

Calendar date on which degree or certificate was awarded.

CODES OR RECORDING INSTRUCTIONS:

Four-digit numeric code - YYMM

See Appendix 1.

USES

COMMENTS:

DATE ISSUED September 1972

106
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Major Field of Degree

DEFINITION:

The degree or certificate program in which the student was enrolled or has completed. HEGIS Taxonomy preferred.

CODES OR RECORDING INSTRUCTIONS:

Four-digit numeric code.

For HEGIS Taxonomy, see Appendix 4.

USES HEGIS, SFM, PM

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

107
ELEMENT NUMBER

ELEMENT TITLE Previous Credits Attempted for Quality Points

DEFINITION:

The total number of previous credits attempted for quality points by the student during the educational experience described by this block of data elements.

CODES OR RECORDING INSTRUCTIONS:

Actual number of credits.

USES

COMMENTS:

This element and element (108) may be used to calculate the student's grade point average (G.P.A.).

DATE ISSUED September 1972

108

ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Previous Quality Points Earned

DEFINITION:

The number of quality points earned by the student during this educational experience, where a quality point is defined as:

> a numerical value assigned to the grade a student receives in a course in order to provide a quantitative determination of the student's scholarship. (AACRAO)

CODES OR RECORDING INSTRUCTIONS:

Actual number of quality points.

USES

COMMENTS:

This element and element (107) may be used to calculate the student's grade point average (G.P.A.).

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

109
ELEMENT NUMBER

ELEMENT TITLE Accepted Previous Credits

DEFINITION:

The total number of credits accepted from the educational experience described by this block of data elements, including those not attempted for quality points.

CODES OR RECORDING INSTRUCTIONS:

Actual number of credits.

USES

COMMENTS:

DATE ISSUED September 1972

110
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Class Standing

DEFINITION:

The academic standing of the student in the graduating class at the institution where this degree/certificate was conferred.

CODES OR RECORDING INSTRUCTIONS:

Actual number with "1" being the highest possible standing.

USES

COMMENTS:

This information is usually obtained from the student's transcript submitted at the time of application for admission.

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

111
ELEMENT NUMBER

ELEMENT TITLE Graduating Class Size

DEFINITION:

The number of students in the graduating class at the institution where this degree/certificate was conferred.

CODES OR RECORDING INSTRUCTIONS:

Actual number of students.

USES

COMMENTS:

DATE ISSUED September 1972

112
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Beginning Date - Year

DEFINITION:

The calendar year in which the educational experience described by this block of data elements began.

CODES OR RECORDING INSTRUCTIONS:

Two low-order digits of calendar year.

USES

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

113
ELEMENT NUMBER

ELEMENT TITLE Ending Date - Year

DEFINITION:

The calendar year in which the educational experience described by this block of data elements terminated.

CODES OR RECORDING INSTRUCTIONS:

Two low-order digits of calendar year.

USES

COMMENTS:

This element is not needed if degree or certificate was awarded.

DATE ISSUED September 1972

CHAPTER VI

ADMITTANCE DATA

DED No.	Title
201	Admission - Date Valid
202	Admission Application Date
203	Admission Request - Campus Location
204	Admission Request - Student Level
205	Admission Request - Student Status
206	Admission Request - Degree Type
207	Admission Request - Major Field of Study
208	Admission Action
209	Admission Action Date
210	Entrance Test Score - Name (Type)
211	Entrance Test Score - Form/Name
212	Entrance Test Score - Raw Score
213	Entrance Test Score - Percentile Score
214	Entrance Test Score - Date
215	Expected Completion Date

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

201
ELEMENT NUMBER

ELEMENT TITLE Admission - Date Valid

DEFINITION:

Calendar date when the admission request described in this block of data elements would be effective.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD

See Appendix 1.

USES SFM

COMMENTS:

DATE ISSUED September 1972

202
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Admission Application Date

DEFINITION:

The calendar date that the application form submitted by the student is received.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD

See Appendix 1.

USES

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

203
ELEMENT NUMBER

ELEMENT TITLE Admission Request - Campus Location

DEFINITION:

Institutionally defined code for campus to which student is making application.

CODES OR RECORDING INSTRUCTIONS:

USES SFM

COMMENTS:

DATE ISSUED September 1972

204
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Admission Request - Student Level

DEFINITION:

An institutionally defined code that indicates the student's entering academic level; e.g., Freshman, Special, Professional, etc.

CODES OR RECORDING INSTRUCTIONS:

USES PM, SFM

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

205
ELEMENT NUMBER

ELEMENT TITLE Admission Request - Student Status

DEFINITION:

An institutionally defined code which indicates the student's status with regard to admission at this institution, e.g., New, First time transfer, Re-Admit, etc.

CODES OR RECORDING INSTRUCTIONS:

USES PM, SFM

COMMENTS:

DATE ISSUED September 1972

206
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Admission Request - Degree Type

DEFINITION:

The type of degree program for which the student is applying; e.g., B.A., M.S., Ph.D., etc.

CODES OR RECORDING INSTRUCTIONS:

Four-character abbreviation of degree type.

USES PM, SFM, HEGIS

COMMENTS:

DATE ISSUED September 1972

ELEMENT TITLE Admission Request - Major Field of Study

DEFINITION:

The student's indicated field of primary emphasis for the admission request described by this block of data elements, HEGIS Taxonomy code preferred.

CODES OR RECORDING INSTRUCTIONS:

Four-digit numeric code.

For HEGIS Taxonomy, see Appendix 4.

USES PM, SFM

COMMENTS:

If institutional codes are used, they should be able to map to HEGIS codes.

DATE ISSUED September 1972

208
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Admission Action

DEFINITION:

An institutionally defined code for the type of action taken with regard to the student's application for admission; e.g., Incomplete, Being evaluated, Accepted for admission, Denied admission.

CODES OR RECORDING INSTRUCTIONS:

USES SFM

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

209
ELEMENT NUMBER

ELEMENT TITLE Admission Action Date

DEFINITION:

The calendar date on which action was taken on the admission request described by this block of data elements.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD

See Appendix 1.

USES

COMMENTS:

DATE ISSUED September 1972

210
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Entrance Test Score - Name (Type)

DEFINITION:

An institutionally defined code for the name or type of entrance examination for which the student has submitted a result to support his admission request (ACT, SAT, GRE, etc.).

CODES OR RECORDING INSTRUCTIONS:

USES SFM

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

211
ELEMENT NUMBER

ELEMENT TITLE Entrance Test Score - Form/Name

DEFINITION:

The name or other identifier of the specific entrance test for which a score was reported to the institution, e.g., Math, English, Composite, etc.

CODES OR RECORDING INSTRUCTIONS:

USES SFM

COMMENTS:

DATE ISSUED September 1972

212
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Entrance Test Score - Raw Score

DEFINITION:

The student's raw score on the entrance examination described in the previous two data elements.

CODES OR RECORDING INSTRUCTIONS:

USES PM, SFM

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

213
ELEMENT NUMBER

ELEMENT TITLE Entrance Test Score - Percentile Score

DEFINITION:

The student's percentile score on the entrance examination described in data elements 210 and 211.

CODES OR RECORDING INSTRUCTIONS:

USES PM, SFM

COMMENTS:

DATE ISSUED September 1972

214
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Entrance Test Score - Date

DEFINITION:

Calendar date on which this entrance examination was taken.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code-YYMMDD

See Appendix 1.

USES

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

215
ELEMENT NUMBER

ELEMENT TITLE Expected Completion Date

DEFINITION:

The calendar date upon which the student expects to complete the academic objectives for which this admission request pertains.

CODES OR RECORDING INSTRUCTIONS:

Four-digit numeric code - YYMM

See Appendix 1.

USES

COMMENTS:

DATE ISSUED September 1972

CHAPTER VII

TERM DATA

DED No.	Title
301	Term Date - Beginning
302	Term Date - Ending
303	Current Major Field of Study
304	Advisor Identifier
305	Student Level - Institutional Standard
306	Student Level - Exchange Standard
307	Student Status
308	Financial Aid - Type
309	Financial Aid - Amount
310	Number of Hours Worked
311	Termination Status
312	Academic Status

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

301
ELEMENT NUMBER

ELEMENT TITLE Term Date - Beginning

DEFINITION:

Calendar date on which this term begins.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD

See Appendix 1.

USES

COMMENTS:

DATE ISSUED September 1972

302
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Term Date - Ending

DEFINITION:

Calendar date on which this term ends.

CODES OR RECORDING INSTRUCTIONS:

Six-digit numeric code - YYMMDD

See Appendix 1.

USES

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

303
ELEMENT NUMBER

ELEMENT TITLE Current Major Field of Study

DEFINITION:

The student's stated major field of concentration at the time of this registration. HEGIS Taxonomy preferred.

CODES OR RECORDING INSTRUCTIONS:

Four-digit numeric code.

For HEGIS Taxonomy, see Appendix 4.

For students whose major is undeclared, the HEGIS code would be '9999'. If appropriate, many undeclared students may be coded using the first two digits of the HEGIS code followed by '99'; e.g., undeclared in School of Business--'0599'.

USES RRPM, SFM, IEP, HEGIS, SAM, PM

COMMENTS:

DATE ISSUED September 1972

304
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Advisor Identifier

DEFINITION:

The staff identification number of the student's advisor for this term.

CODES OR RECORDING INSTRUCTIONS:

USES FAA

COMMENTS:

This is a linking element to the Staff section.

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

305
ELEMENT NUMBER

ELEMENT TITLE Student Level - Institutional Standard

DEFINITION:

The categorization by institutional standards of the student's progress toward a specific degree or certificate; e.g., Freshman, Sophomore, Junior, Senior, Graduate, etc.

CODES OR RECORDING INSTRUCTIONS:

USES SFM, RRPM, HEGIS, SAM, PM, FAA, IEP

COMMENTS:

DATE ISSUED September 1972

306

ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Student Level - Exchange Standard

DEFINITION:

The categorization by NCHEMS exchange standards of the student's progress toward a specific degree or certificate.

CODES OR RECORDING INSTRUCTIONS:

Code	Category	Definition
1	Lower Division	Up to and including 50% completion toward a baccalaureate degree; 0-89 quarter hours or 0-59 semester hours.
2	Upper Division	Over 50% completion toward a baccalaureate degree; over 89 quarter hours or over 59 semester hours.
3	Graduate I	A student who holds a baccalaureate degree and who has completed less than 45 quarter hours or 30 semester hours of graduate work.
4	Graduate II	A student who holds a baccalaureate degree and who has completed 45 or more quarter hours or 30 or more semester hours of graduate work and has been admitted to an advanced graduate program. Include registered Postdoctoral students.

USES IEP, SFM

COMMENTS:

These categories and definitions are preliminary at this time and are subject to modification as the Information Exchange Procedure project progresses. This element is derivable from the previous data element (305) and thus institutions would probably not store this data element.

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

307
ELEMENT NUMBER

ELEMENT TITLE Student Status

DEFINITION:

An institutionally defined code that identifies the type of registration under which the student is attending the institution; e.g., New student, Continuing, Returning, etc.

CODES OR RECORDING INSTRUCTIONS:

USES SFM, PM

COMMENTS:

DATE ISSUED September 1972

308
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Financial Aid - Type

DEFINITION:

An institutionally defined code that indicates the type of financial aid the student is receiving, independent of funds that are being administered by the institution; e.g., National Defense Student Loans, College Work Study Program, etc.

CODES OR RECORDING INSTRUCTIONS:

USES SFM, PM, HEFM

COMMENTS:

Include also Veterans and Social Security benefits.

There may be multiple occurrences of this data element.

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

309
ELEMENT NUMBER

ELEMENT TITLE Financial Aid - Amount

DEFINITION:

The dollar amount of income received in the financial aid source described in the previous data element. (Number 308)

CODES OR RECORDING INSTRUCTIONS:

Rounded dollar amount.

USES SFM, PM, HEFM

COMMENTS:

There may be multiple occurrences of this data element.

DATE ISSUED September 1972

310
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Number of Hours Worked

DEFINITION:

The number of hours per week that the student is gainfully employed during this term.

CODES OR RECORDING INSTRUCTIONS:

Actual number of hours.

USES SFM

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

311
ELEMENT NUMBER

ELEMENT TITLE Termination Status

DEFINITION:

An institutionally defined code for the student's reason for departing from the institution; e.g., voluntary withdrawal, involuntary withdrawal, graduated, etc.

CODES OR RECORDING INSTRUCTIONS:

USES SFM, HEGIS

COMMENTS:

Include departures occurring both during the term and after the term has ended.

DATE ISSUED September 1972

312
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Academic Status

DEFINITION:

An institutionally defined code for the student's academic status as of the term described by this block of data elements, e.g., good standing, probation, etc.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

DATE ISSUED September 1972

CHAPTER VIII

COURSE DATA

DED No.	Title
401	Course Title
402	Course Identifier
403	Section Identifier
404	Course Credit
405	Grade Received

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

401
ELEMENT NUMBER

ELEMENT TITLE Course Title

DEFINITION:

The official title for this course as it appears in the institutional catalog.

CODES OR RECORDING INSTRUCTIONS:

Literal title.

USES

COMMENTS:

DATE ISSUED September 1972

402
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Course Identifier

DEFINITION:

Official institutional number or other code that serves uniquely to identify this course. May include prefix and/or suffix.

CODES OR RECORDING INSTRUCTIONS:

USES RRPM, IEP

COMMENTS:

This is a linking element to the Course section.

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

403
ELEMENT NUMBER

ELEMENT TITLE Section Identifier

DEFINITION:

A unique identifier for the section within this course.

CODES OR RECORDING INSTRUCTIONS:

USES

COMMENTS:

This is a linking element to the Course section.

DATE ISSUED September 1972

404
ELEMENT NUMBER

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

ELEMENT TITLE Course Credit

DEFINITION:

Number of credits that will (would) be earned by the student for successful completion of this course.

CODES OR RECORDING INSTRUCTIONS:

Actual credit, to hundredths.

USES PM

COMMENTS:

DATE ISSUED September 1972

National Center for Higher Education Management Systems

DATA ELEMENT DICTIONARY
Student Related Data Elements

405
ELEMENT NUMBER

ELEMENT TITLE Grade Received

DEFINITION:

The institutionally defined rating or evaluation of the student's achievement for this course in terms of the institution's grading system.

CODES OR RECORDING INSTRUCTIONS:

Actual grade including "+" or "-", if appropriate.

USES

COMMENTS:

DATE ISSUED September 1972

APPENDIX 1

STANDARD FORMAT FOR CALENDAR DATE

The specification for calendar date used in the Data Element Dictionary is the one adopted by the U. S. Department of Commerce, National Bureau of Standards as reported in Federal Information Processing Standards (FIPS) Publication No. 4 dated November 1, 1968.

In this standard, "Calendar Date is represented by a numeric code of six consecutive positions that represent (from left to right, in high to low order sequence) the Year, the Month and the Day, as identified by the Gregorian Calendar."

The first two positions represent the tens and units identification of the year. For example, the year 1914 is represented as 14, and the year 1915 is represented as 15.

The third and fourth positions represent the twelve months of the year, i.e.,

Month	Code
January	01
February	02
March	03
April	04
May	05
June	06
July	07
August	08
September	09
October	10
November	11
December	12

The fifth and sixth positions represent the days of the month, which are expressed as 01 through 31.

Examples of calendar date coding are: December 1, 1909, is coded as 091201; 31 January, 1964, is coded as 640131; 1967 January 15 is coded as 670115.

When the day of the month is not known, insert zeroes in the last two digits of the date field.

APPENDIX 2

STANDARD ABBREVIATIONS FOR STATES OF THE UNITED STATES

The two-character alphabetic codes below are recognized by the United States Postal Service and recommended for use as the standard code set in the NCHEMS Data Element Dictionary.

Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NB
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
District of Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Hawaii	HI	Oregon	OR
Idaho	ID	Pennsylvania	PA
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		

APPENDIX 3

STANDARD ABBREVIATIONS FOR COUNTRIES OF THE WORLD

The standard value set recommended to represent countries of the world is that of the U. S. Department of Commerce, National Bureau of Standards as reported in Federal Information Processing Standards (FIPS) publication number 10 dated June 15, 1970.

Countries, Dependencies, and Areas of Special Sovereignty With Their Assigned Codes. (Sequenced by Code)

Code	Name
	A
AC	ANTIGUA
AF	AFGHANISTAN
AG	ALGERIA
AL	ALBANIA
AN	ANDORRA
AO	ANGOLA
AQ	AMERICAN SAMOA
AR	ARGENTINA
AS	AUSTRALIA
AT	ASHMORE AND CARTIER ISLANDS
AU	AUSTRIA
AY	ANTARCTICA
	B
BA	GAHRAIN
BB	BARBADOS
BC	BOTSWANA
BD	BERMUDA
BE	BELGIUM
BF	BAHAMAS
BH	BRITISH HONDURAS
BL	BOLIVIA
BM	BURMA
BP	BRITISH SOLOMON ISLANDS
BQ	UNITED STATES MISC. CARIBBEAN ISLANDS
BR	BRAZIL
BT	BHUTAN
BU	BULGARIA
BV	BOUVET ISLAND
BX	BRUNEI
BY	BURUNIDI
	C
CA	CANADA
CB	CAMBODIA
CD	CHAD
CE	CEYLON
CF	CONGO(BRAZZA VILLE)
CG	CONGO (KINSHASA)
CH	CHINA, COMMUNIST
CI	CHILE
CJ	CAYMAN ISLANDS
CK	COCOS ISLANDS
CL	CENTRAL AND SOUTHERN LINE ISLANDS
CM	CAMEROON
CN	COMORO ISLANDS
CO	COLOMBIA
CS	COSTA RICA
CT	CENTRAL AFRICAN REPUBLIC
CU	CUBA
CV	CAPE VERDE

Countries, Dependencies, and Areas of Special Sovereignty
With Their Assigned Codes. (Sequenced by Code)

Code	Name
CW	COOK ISLANDS
CY	CYPRUS
CZ	CZECHOSLOVAKIA
	D
DA	DENMARK
DM	DAHOMEY
DO	DOMINICA
DR	DOMINICAN REPUBLIC
	E
EC	ECUADOR
EG	UNITED ARAB REPUBLIC
EI	IRELAND
EK	EQUATORIAL GUINEA
EQ	CANTON AND ENDERBURY ISLANDS
ES	EL SALVADOR
ET	ETHIOPIA
	F
FA	FALKLAND ISLANDS
FG	FRENCH GUIANA
FI	FINLAND
FJ	FIJI
FO	FAEROE ISLANDS
FP	FRENCH POLYNESIA
FR	FRANCE
FS	FRENCH SOUTHERN AND ANTARCTIC LANDS (exluding Terre Adelie)
FT	FRENCH TERRITORY OF AFARS AND ISSAS
	G
GA	GAMBIA
GB	GABON
GC	GERMANY, SOVIET ZONE OF
GE	GERMANY, FEDERAL REPUBLIC OF
GH	GHANA
GI	GIBRALTAR
GJ	GRENADA
GL	GREENLAND
GN	GILBERT AND ELLICE ISLANDS
GP	GUADELOUPE
GQ	GUAM
GR	GREECE
GT	GUATEMALA
GV	GUINEA
GY	GUYANA
GZ	GAZA STRIP
	H
HA	HAITI
HK	HONG KONG
HM	HEARD AND McDONALD ISLANDS
HO	HONDURAS
HU	HUNGARY
	I
IC	ICELAND
ID	INDONESIA
IN	INDIANA
IO	BRITISH INDIAN OCEAN TERRITORY
IQ	UNITED STATES MISC. PACIFIC ISLANDS
IR	IRAN
IS	ISRAEL
IT	ITALY
IU	ISRAEL-SYRIA DEMILITARIZED ZONES
IY	IRAQ-SAUDI ARABIA NEUTRAL ZONE
IZ	IRAQ
	J
JA	JAPAN
JM	JAMAICA
JN	JAN MAYEN
JO	JORDAN
JQ	JOHNSTON ATOLL

Countries, Dependencies, and Areas of Special Sovereignty
With Their Assigned Codes. (Sequenced by Code)

Code	Name
	K
KE	KENYA
KN	KOREA, NORTH
KS	KOREA, REPUBLIC OF
KT	CHRISTMAN ISLAND (INDIAN OCEAN)
KU	KUWAIT
	L
LA	LAOS
LE	LEBANON
LI	LIBERIA
LS	LIECHTENSTEIN
LT	LESOTHO
LU	LUXEMBOURG
LY	LIBYA
	M
MA	MADAGASCAR
MB	MARTINIQUE
MC	MACAO
ME	SPANISH TERRITORIES IN NORTHERN MOROCCO
MG	MONGOLIA
MH	MONTSERRAT
MI	MALAWI
ML	MALI
MN	MONACO
MO	MOROCCO
MP	MAURITIUS
MQ	MIDWAY ISLANDS
MR	MAURITANIA
MT	MALTA
MU	MUSCAT AND OMAN
MV	MALDIVES
MX	MEXICO
MY	MALAYSIA
MZ	MOZAMBIQUE

Code	Name
	N
NA	NETHERLANDS ANTILLES
NC	NEW CALEDONIA
NE	NIUE
NF	NORFOLK ISLAND
NG	NIGER
NH	NEW HEBRIDES
NI	NIGERIA
NL	NETHERLANDS
NO	NORWAY
NP	NEPAL
NR	NAURU
NS	SURINAM
NU	NICARAGUA
NZ	NEW ZEALAND
	P
PA	PARAGUAY
PC	PITCAIRN ISLAND
PE	PERU
PF	PARACAL ISLANDS
PG	SPRATLY ISLAND
PK	PAKISTAN
PL	POLAND
PN	PANAMA
PO	PORTUGAL
PP	PAPUA AND NEW GUINEA
PQ	CANAL ZONE
PT	PORTUGUESE TIMOR
PU	PORTUGUESE GUINEA
	Q
QA	QATAR
	R
RE	REUNION
RH	SOUTHERN RHODESIA

Countries, Dependencies, and Areas of Special Sovereignty
With Their Assigned Codes. (Sequenced by Code)

Code	Name
RO	ROMANIA
RP	PHILIPPINES
RQ	PUERTO RICO
RW	RWANDA
	S
SA	SAUDI ARABIA
SB	ST. PIERRE AND MIQUELON
SC	ST. CHRISTOPHER-NEVIS-ANGUILLA
SE	SEYCHELLES
SF	SOUTH AFRICA
SG	SENEGAL
SH	ST. HELENA
SK	SIKKIM
SL	SIERRA LEONE
SM	SAN MARINO
SN	SINGAPORE
SO	SOMALIA
SP	SPAIN
SQ	SWAN ISLANDS
SS	SPANISH SAHARA
ST	ST. LUCIA
SU	SUDAN
SV	SVALBARD
SW	SWEDEN
SY	SYRIA
SZ	SWITZERLAND
	T
TC	TRUCIAL STATES
TD	TRINIDAD AND TOBAGO
TH	THAILAND
TK	TURKS AND CAICOS ISLANDS
TL	TOKELAU ISLANDS
TN	TONGA
TO	TOGO
TP	SAO TOME AND PRINCIPE
TQ	TRUST TERRITORY OF THE PACIFIC ISLANDS
TS	TUNISIA
TU	TURKEY
TW	CHINA, REPUBLIC OF
TZ	TANZANIA
	U
UG	UGANDA
UK	UNITED KINGDOM
UR	SOVIET UNION
US	UNITED STATES
UV	UPPER VOLTA
UY	URUGUAY
	V
VC	ST. VINCENT
VE	VENEZUELA
VI	BRITISH VIRGIN ISLANDS
VN	VIET-NAM, NORTH
VQ	VIRGIN ISLANDS (U.S.)
VS	VIET-NAM, REPUBLIC OF
VT	VATICAN CITY
	W
WA	SOUTH-WEST AFRICA
WB	WEST BERLIN
WF	WALLIS AND FUTUNA
WQ	WAKE ISLAND
WS	WESTERN SAMOA
WZ	SWAZILAND
	Y
YE	YEMEN
YO	YUGOSLAVIA
YQ	RYUKYU ISLANDS, SOUTHERN
YS	SOUTHERN YEMEN
	Z
ZA	ZAMBIA

APPENDIX 4*

THE HEGIS TAXONOMY*

Section I:

CONVENTIONAL ACADEMIC SUBDIVISIONS OF KNOWLEDGE AND TRAINING

Title	*Code*
Accounting	0502
Administration, business	0506
Administration, educational	0827
Administration, public	2102
Administration, special education	0809
Adult education	0807
Advertising	0604
Aeronautical engineering	0902
Aerospace engineering	0902
Aerospace science	1803
African languages (non-Semitic)	1116
African studies	0305
Afro-American studies	2211
Agricultural business	0112
Agricultural economics	0111
Agricultural engineering	0903
Agricultural management	0110
Agriculture, general	0101
Agriculture technologies	0116
Agronomy	0102
American Indian cultural studies	2212
American studies	0313
Analytical chemistry	1909
Anatomy	0412
Animal science	0104
Anthropology	2202
Applied design	1009
Applied mathematics	1703
Arabic	1112
Archeology	2203
Architectural engineering	0904
Architecture	0202
Architecture, naval	0923
Art	1002
Art appreciation	1003
Art, commercial	1009
Art education	0831
Art history	1003
Asian studies, general	0301
Astronautical engineering	0902
Astronomy	1911
Astrophysics	1912
Atmospheric sciences	1913
Audiology	1220
Bacteriology	0403
Banking	0504
Biblical languages	2303
Biochemistry	0414
Bioengineering	0905
Biological and physical sciences (interdisciplinary)	4902
Biology, cellular	0417
Biology, general	0401
Biology, marine	0418
Biology, molecular	0416
Biomedical communication	1217
Biomedical engineering	0905
Biometrics	0419
Biophysics	0415
Biostatistics	0419
Black culture studies	2211
Botany, general	0402
Business administration	0506
Business, agricultural	0112
Business economics	0517
Business education	0833
Business, general	0501
Business, international	0513
Business management	0506
Business statistics	0503
Cafeteria management	1307
Catalan	1199
Cell biology	0417
Cell physiology	0417
Ceramic engineering	0916
Ceramics	1009
Chemical engineering	0906
Chemistry, general	1905
Child development	1305
Chinese	1107
Chiropractic	1221
Cinematography	1010
City planning	0206
Civil engineering	0908
Classics	1504
Clinical psychology	2003
Clinical social work	1222
Clothing	1303
Commerce education	0838
Commerce, general	0501
Commercial art	1009
Communication media	0605
Communications, general	0601
Communications engineering	0909
Community college education	0806
Community planning	0206
Community services, general	2101
Comparative literature	1503
Computer programming	0704
Computer sciences, general	0701
Construction engineering	0908
Consumer economics	1304

*Source: Robert A. Huff and Marjorie O. Chandler, A Taxonomy of Instructional Programs in Higher Education (Washington, D. C.: National Center for Educational Statistics, Office of Education, 1970).

Continuing education 0807
Corrections 2105
Counseling, educational 0826
Counseling, psychology for 2004
Creative writing 1507
Criminology 2209
Crop management 0102
Curriculum 0829
Cytology 0417

Dairy sciences 0105
Dance 1008
Danish 1114
Data processing 0703
Debate 1506
Demography 2215
Dental hygiene 1213
Dental specialties 1205
Dental technologies 1224
Dentistry, D.D.S. or D.M.D. degree 1204
Developmental psychology 2009
Dietetics 1306
Distributive education 0838
Dramatic arts 1007
Drawing 1002
Driver education 0836

Earth sciences, general 1917
East Asian studies 0302
Eastern European studies 0311
Ecology 0420
Economics 2204
Economics, agricultural 0111
Economics, business 0517
Education of the culturally disadvantaged 0813
Education of the deaf 0812
Education of the emotionally disturbed 0816
Education, general 0801
Education of the gifted 0811
Education of mentally retarded 0810
Education of the multiple handicapped 0820
Education of the physically handicapped 0819
Education, religious 2304
Education of the visually handicapped 0814
Educational administration 0827
Educational evaluation 0825
Educational measurement 0825
Educational psychology 0822
Educational research 0824
Educational statistics 0824
Educational supervision 0828
Educational testing 0825
Electrical engineering 0909
Electronics engineering 0909
Elementary education, general 0802
Embryology 0427
Engineering, general 0901
Engineering mechanics 0921
Engineering and other disciplines (interdisciplinary) 4904
Engineering physics 0919
Engineering technologies 0925
English as a foreign language 1508
English, general 1501
English, literature 1502
Entomology 0421
Environmental design, general 0201
Environmental engineering 0922
European studies, general 0310
Experimental psychology (animal and human) 2002

Family life education 0837
Family relations 1305
Farm management 0110
Fashion design 1009
Field crops 0102
Finance 0504
Fine arts, general 1001
Finnish 1199
Fish management 0107
Floriculture 0109
Foods and nutrition 1306
Food science 0113
Food technology 0113
Foreign languages, general 1101
Forensic science 1506
Forestry 0114
Forestry technologies 0116
French 1102
Fruit production 0108

Game management 0107
General liberal arts and sciences (interdisciplinary) 4901
Genetics 0422
Geochemistry 1915
Geography 2206
Geological engineering 0911
Geology 1914
Geophysical engineering 0912
Geophysics 1916
German 1103
Government 2207
Greek, classical 1110
Guidance, education 0826

Health care administration 1202
Health education 0837
Health professions, general 1201
Hebrew 1111
Helping services 2104
Higher education, general 0805
Histology 0413
History 2205
History of education 0821
Home decoration 1302
Home economics, general 1301
Home equipment 1302
Home management 1304
Horticulture 0108
Hospital administration 1202
Hotel management 0508
Humanities and social sciences (interdisciplinary) 4903
Husbandry, animal 0104
Husbandry, dairy 0105

Ichthyology 0499
India studies 0303
Indian (Asiatic) 1113
Industrial arts education 0839
Industrial engineering 0913
Industrial psychology 2008
Industrial relations 0516
Information sciences 0702
Information sciences, general 0701
Information systems 0702
Inorganic chemistry 1906
Institutional management 1307
Instruction 0829
Insurance 0512
Interior decoration 1009
Interior design 0203
International business 0513
International public service 2106
International relations 2210
Investments 0505
Islamic studies 0306
Italian 1104

Japanese 1108
Jewelry 1009
Journalism 0602
Junior college education 0806
Junior high school education 0804

Kindergarten education 0823
Korean 1199

Labor relations 0516
Landscape architecture 0204
Latin 1109
Latin American studies 0308
Law enforcement 2105
Law, general 1401
Learning theory 0822
Liberal arts and sciences (interdisciplinary) 4901
Library science, general 1601
Limnology 0499
Linguistics 1505
Literature, comparative 1503
Literature, English 1502

Management, business 0506
Management, engineering 0913
Marine biology 0418
Marine engineering 0923
Marketing 0509
Materials engineering 0915
Mathematics, applied 1703
Mathematics, education 0833
Mathematics, general 1701
Mathematics, statistics 1702
Mechanical engineering 0910
Medical laboratory technologies 1223
Medical record librarianship 1215
Medical specialties 1207
Medicine, M.D. degree 1206
Metallurgical engineering 0914
Metallurgy 1920
Metalsmithing 1009
Meteorology 1913
Mexican-American cultural studies 2213
Microbiology 0411
Middle Eastern studies 0309
Military science 1801
Mineral engineering 0918
Mining engineering 0918
Molecular biology 0416
Molecular physics 1903
Music (liberal arts program) 1005
Music appreciation 1006
Music, composition 1004
Music education 0832
Music history 1006
Music, performing 1004
Music, theory 1004
Musicology 1006

Natural resources management 0115
Naval architecture 0923
Naval science 1802
Neurosciences 0425
Norwegian 1114
Nuclear engineering 0920
Nuclear physics 1904
Nursery science 0109
Nursing (baccalaureate and higher programs) 1203
Nutrition, scientific 0424

Occupational therapy 1208
Ocean engineering 0924
Oceanography 1919
Operations research 0507
Optometry 1209
Organic chemistry 1907
Ornamental horticulture 0109
Ornithology 0499
Osteopathic medicine, D.O. degree 1210

Pacific area studies 0314
Painting 1002
Paleontology 1918
Parasitology 0499
Park management 2103
Pathology, animal 0408
Pathology, human 0408
Pathology, plant 0404
Personnel management 0515
Petroleum engineering 0907
Petroleum refining 0906
Pharmaceutical chemistry 1910
Pharmacology, animal 0409
Pharmacology, human 0409
Pharmacology, plant 0405
Pharmacy 1211
Philology 1505
Philosophy 1509
Philosophy of education 0821
Phonetics 1505
Photography 1011
Physical chemistry 1908
Physical education 0835
Physical sciences, general 1901
Physical therapy 1212
Physics, general 1902
Physiological psychology 2010
Physiology, animal 0410
Physiology, human 0410
Physiology, plant 0406
Plant pathology 0404
Plant pharmacology 0405
Plant physiology 0406
Podiatry 1216
Political science 2207
Poultry science 0106
Pre-elementary education 0823
Programming, computer 0704
Psychology, clinical 2003
Psychology for counseling 2004
Psychology, developmental 2009
Psychology, education 0822
Psychology, general 2001
Psychology, industrial 2008
Psychology, physiological 2010
Psychology, social 2005
Psychometrics 2006
Public address 1506
Public administration 2102
Public health 1214
Public utilities 0510
Purchasing 0509

Radio 0603
Radiobiology 0423
Radiologic technologies 1225
Range management 0117
Reading education 0830
Real estate 0511
Recreation management 2103
Regional planning 0206
Rehabilitation services 1222
Religious education 2304
Religious music 2302
Religious studies 1510
Remedial education 0817

Restaurant management	0508
Rhetoric	1506
Russian	1106
Russian studies	0307
Safety education	0836
Sanitary engineering	0922
Sanskrit	1199
Scandinavian languages	1114
Science education	0834
Sculpture	1002
Secondary education, general	0803
Secretarial studies	0514
Securities	0505
Seismology	1916
Semantics	1505
Slavic languages (other than Russian)	1115
Slavic studies	0307
Social foundations of education	0821
Social sciences, general	2201
Social psychology	2005
Social work	2104
Sociology	2208
Soil conservation	0103
Soil management	0103
Soil science	0103
South Asian studies	0303
Southeast Asian studies	0304
Spanish	1105
Special education, general	0808
Special learning disabilities	0818
Speech	1506
Speech correction	0815
Speech pathology	1220
Statistics, mathematical and theoretical	1702
Statistics in psychology	2007
Student personnel	0826
Swedish	1114
Systems analysis	0705
Systems, information	0702
Teaching of English as a foreign language	1508
Technical education	0839
Television	0603
Textile design	1009
Textile engineering	0917
Textiles, home economics	1303
Theological professions, general	2301
Toxicology	0426
Transportation	0510
Transportation engineering	0908
Urban architecture	0205
Urban studies	2214
Vegetable production	0108
Veterinary medicine, D.V.M. degree	1218
Veterinary medicine specialties	1219
Vietnamese	1199
Vocational education	0839
Weaving	1009
West European studies	0312
Wildlife management	0107
Writing, creative	1507
Zoology, general	0407

Section II:

TECHNOLOGICAL AND OCCUPATIONAL CURRICULUMS LEADING TO ASSOCIATE DEGREES AND OTHER AWARDS BELOW THE BACCALAUREATE

Title	*Code*
Accounting technologies	5002
Advertising design technologies	5012
Advertising technologies	5004
Aeronautical technologies	5302
Agriculture technologies	5402
Air conditioning technologies	5317
Airport management technologies	5004
Animal laboratory assistant technologies	5206
Appliance repair technologies	5310
Applied arts technologies	5012
Architectural drafting technologies	5304
Automotive technologies	5306
Aviation technologies	5302
Banking technologies	5003
Bible study	5502
Biological laboratory assistant technologies	5205
Broadcasting technologies	5008
Building technologies	5317
Business management technologies	5004
Business technologies, general	5001
Carpentry technologies	5317
Chemical technologies	5305
Civil technologies	5309
Commerce technologies, general	5001
Communications technologies	5008
Computer operator technologies	5104
Computer, peripheral equipment operation technologies	5104
Computer programmer technologies	5103
Construction technologies	5317
Corrections technologies	5505
Cosmetologist	5006
Data processing equipment maintenance technologies	5105
Data processing technologies, general	5101
Dental assistant technologies	5202
Dental hygiene technologies	5203
Dental laboratory technologies	5204
Diesel technologies	5307
Distribution technologies	5004
Drafting, architectural	5304
Education technologies	5503
Electrician technologies	5317
Electro diagnostic technologies	5217
Electromechanical technologies	5311
Electronics and machine technologies	5310
Engineering graphics	5303
Engineering technologies, general	5301
Environmental health technologies	5408
Finance technologies	5003
Fine arts technologies	5012
Fire control technology	5507
Fisheries technologies	5403
Food services technologies	5404
Forestry technologies	5403

Graphic arts technologies 5012

Health services assistant technologies, general 5201
Heating technologies 5317
Home economics technologies 5405
Horticulture technologies 5402
Hospital food service technologies 5404
Hotel management technologies 5010

Industrial management technologies 5004
Industrial technologies 5312
Inhalation therapy technologies 5215
Input preparation technologies 5102
Institutional management technologies 5218
Instrumentation technologies 5314
Insurance technologies 5004

Key punch operator technologies 5102

Laboratory technologies, general 5407
Landscape technologies 5402
Law enforcement technologies 5505
Library assistant technologies 5504
Lithography technologies 5009

Machine drafting and design technologies 5303
Machine repair technologies 5310
Marina equipment technologies 5004
Marine technologies 5406
Marketing technologies 5004
Mechanical technologies 5315
Mechanical technologies, general 5301
Medical assistant technologies 5214
Medical laboratory assistant technologies 5205
Medical office assistant technologies 5214
Medical record technologies 5213
Mental health aide programs 5216

Natural science technologies, general 5401
Newspaper communication technologies 5008
Nuclear technologies 5316
Nursing, practical (L.P.N. or L.V.N.) 5209
Nursing R.N. preparation 5208

Occupational therapy technologies 5210
Oceanographic technologies 5406
Ocular care technologies 5212
Office machine repair technologies 5310
Office machine training 5005
Ophthalmic technologies 5212
Optical technologies 5212
Optometric technologies 5212

Personal service technologies 5006
Personnel management technologies 5004
Photogrammetry technologies 5309
Photography technologies 5007
Physical therapy technology 5219
Plastics technologies 5305
Plumbing technologies 5317
Police technologies 5505
Printing technologies 5009
Programmer technologies 5103
Psychiatric technologies 5216
Public administration and management technologies 5508
Public health inspection technologies 5408
Public service technologies, general 5501
Public utility technologies 5011
Purchasing technologies 5004

Radio broadcasting technologies 5008
Radio repair technologies 5310
Radiologic technologies 5207
Real estate technologies 5004
Recreation technologies 5506
Religion related occupations 5502
Rest home management technology 5218
Restaurant management technologies 5010

Sales technologies 5004
Sanitation technologies 5408
Secretarial technologies 5005
Sheet metal technologies 5317
Social work related technologies 5506
Stewardess preparation 5006
Surgical technologies 5211
Surveying technologies 5309

Teacher aide preparation 5503
Television broadcasting technologies 5008
Television repair technologies 5310
Textile technologies 5313
Tool design technologies 5303
Transportation technologies 5011

Welding technologies 5308
Wildlife technologies 5403

X-ray technologies 5207

APPENDIX 5

DED - STUDENT

SUGGESTED COBOL PICTURES

DATA ELEMENT	DED NO.	COBOL PICTURE
Academic Status	312	X(01)
Accepted Previous Credits	109	9(03)
Address - City	017	X(13)
Address - Country	020	X(02)
Address - Name	014	X(30)
Address - Relationship	015	X(06)
Address - State	018	X(02)
Address - Street/Apartment	016	X(16)
Address - Telephone Number	021	9(14)
Address - Type of Contact	013	X(01)
Address - Zip Code	019	9(05)
Admission - Date Valid	201	9(06)
Admission Action	208	X(01)
Admission Action Date	209	9(06)
Admission Application Date	202	9(06)
Admission Request - Campus Location	203	X(03)
Admission Request - Degree Type	206	X(05)
Admission Request - Major Field of Study	207	9(04)
Admission Request - Student Level	204	9(01)
Admission Request - Student Status	205	9(01)
Advisor Identifier	304	X(09)
Beginning Date - Year	112	9(02)
Birth Date	005	9(06)
Citizenship	006	X(02)
Civil Rights Racial Category	007	9(01)
Class Standing	110	9(05)
Course Credit	404	99V9
Course Identifier	402	X(10)
Course Title	401	X(25)
Current Major Field of Study	303	9(02)
Degree/Certificate	104	X(01)
Degree/Certificate Date	105	9(04)
Ending Date - Year	113	9(02)
Entrance Test Score - Date	214	9(06)
Entrance Test Score - Form/Name	211	X(08)
Entrance Test Score - Name (Type)	210	X(04)
Entrance Test Score - Percentile Score	213	99V9
Entrance Test Score - Raw Score	212	X(03)
Expected Completion Date	215	9(04)

DATA ELEMENT	DED NO.	COBOL PICTURE
Father's Education	027	X(01)
Father's Occupation	025	X(02)
Fee Residency Status	012	X(01)
Financial Aid - Amount	309	9(05)
Financial Aid - Type	308	9(03)
Geographic Location at First Admission - County	008	9(04)
Geographic Location at First Admission - State	009	X(02)
Grade Received	405	X(02)
Graduating Class Size	111	9(05)
Highest Academic Degree or Diploma	023	X(01)
Housing Status	011	9(02)
Institution Code	103	9(06)
Institution Name	101	X(20)
Institution Type	102	9(01)
Major Field of Degree	106	9(04)
Marital Status	010	X(01)
Mother's Education	026	X(01)
Mother's Occupation	024	X(02)
Name	001	X(30)
Number of Hours Worked	310	9(02)
Parents' Income	028	9(06)
Previous Credits Attempted for Quality Points	107	9(03)
Previous Quality Points Earned	108	9(03)
Section Identifier	403	X(04)
Sex	004	X(01)
Social Security Number	003	9(09)
Staff Identification Number	022	9(09)
Student Identification Number	002	X(09)
Student Level - Exchange Standard	306	9(02)
Student Level - Institutional Standard	305	9(02)
Student Status	307	9(01)
Term Date - Beginning	301	9(06)
Term Date - Ending	302	9(06)
Termination Status	311	9(01)

APPENDIX 6

DED - STUDENT

CHANGES FROM FIRST EDITION

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
Admission Action, Most Recent	205	208	Admission Action
Admission Action, Original	201	208	Admission Action
Admission Action Date, Most Recent	207	209	Admission Action Date
Admission Action Date, Original	203	209	Admission Action Date
Admission Term, Original	204	201	Admission - Date Valid
Admission Type Most Recent	206	205	Admission Request - Student Status
Admission Type, Original	202	205	Admission Request - Student Status
Citizenship Classification	006	006	Citizenship
College(s) Previously Attended	109	101	Institution Name
		102	Institution Type
		103	Institution Code
Course Credit Amount	302	404	Course Credit
Course Descriptors	305	402	Course Identifier
Course Grade	303	405	Grade Received
Course Identification	301	401	Course Title
		402	Course Identifier
		403	Section Identifier
Date of Birth	005	005	Birth Date
Entrance Test Scores	106	210	Entrance Test Score - Name (Type)
		211	Entrance Test Score - Form/Name
		212	Entrance Test Score - Raw Score
		213	Entrance Test Score - Percentile Score
		214	Entrance Test Score - Date

STUDENT CHANGES - Continued

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
Financial Aid - Amount	021	309	Financial Aid - Amount
Financial Aid - Type	020	308	Financial Aid - Type
Geographic Origin	007	008	Geographic Location at First Admission - County
		009	Geographic Location at First Admission - State
Highest Previous Degree(s), Undergraduate	110	023	Highest Academic Degree or Diploma
Highest Previous Degree(s), Graduate	111	023	Highest Academic Degree or Diploma
High School Code	101	103	Institution Code
High School Class Rank	104	110	Class Standing
High School Class Size	105	111	Graduating Class Size
Local Address	008	013	Address - Type of Contact
		016	Address - Street/Apartment
		017	Address - City
		018	Address - State
		019	Address - Zip Code
		020	Address - Country
		021	Address - Telephone Number
Previous College Credits Accepted	114	109	Accepted Previous Credits
Previous College Credits Attempted for Quality Points	112	107	Previous Credits Attempted for Quality Points
Previous College Quality Points	113	108	Previous Quality Points Earned

STUDENT CHANGES - Continued

PREVIOUS DATA ELEMENT	OLD DED NO.	NEW DED NO.	CORRESPONDING CURRENT DATA ELEMENT
Race	013	007	Civil Rights Racial Category
Relative	010	014	Address - Name
		015	Address - Relationship
		016	Address - Street/Apartment
		017	Address - City
		018	Address - State
		019	Address - Zip Code
		020	Address - Country
		021	Address - Telephone Number
Resident - Status	012	012	Fee Residency Status
Student Employment	022	310	Number of Hours Worked
Student Housing	016	011	Housing Status
Student Level - Exchange Standard	213	306	Student Level - Exchange Standard
Student Level - Institutional Standard	212	305	Student Level - Institutional Standard
Student Name	001	001	Name
Student Number	002	002	Student Identification Number
Term Identification	304	301	Term Date - Beginning
		302	Term Date - Ending
Year of High School Graduation	102	105	Degree/Certificate Date

STUDENT CHANGES - Continued

DELETIONS FROM PREVIOUS DED	DED NO.		DED NO.	ADDITIONS TO CURRENT DED
Credits Attempted for Quality Points, Cumulative at Current Institution	215	*	312	Academic Status
Credits Earned, Cumulative at Current Institution	214	*	202	Admission Application Date
Dependents	015		203	Admission Request - Campus Location
Family Relationships to Institution	011		204	Admission Request - Student Level
Future Plans, Graduating Student	023		112	Beginning Date - Year
Future Plans, Nongraduating Student	024		303	Current Major Field of Study
Graduate Credits, Cumulative	218	*	104	Degree/Certificate
High School Course Work Summary	107	*	113	Ending Date - Year
High School G.P.A.	103	*	215	Expected Completion Date
High School G.P.A. By Major Academic Fields	108	*	027	Father's Education
Previous College Quality Points Accepted	115		025	Father's Occupation
Quality Points, Cumulative at Current Institution	216	*	106	Major Field of Degree
Registration Date, Most Recent	210		026	Mother's Education
Registration Method, Most Recent	211		024	Mother's Occupation
Registration Type, Current	209	*	028	Parents' Income
Selective Service Number	018		022	Staff Identification Number
Selective Service Status	017		307	Student Status
Undergraduate Credits, Cumulative	217		311	Termination Status
Veteran's Benefit Status	019			

*These elements are derivable from other elements that are in the second edition.

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